Building Use Reservation Form for Downtown Church

Area Requested:

□ Auditorium □ Family Life Center □ Main Kitchen

□ Downstairs Fellowship Hall □ Downstairs Kitchen □ Outside Pavilion

□ Classrooms (List room numbers):_____

Requested Date: _____

Requested Time: _____ to _____

Group Requesting Facility:_____

Responsible Person Requesting Facility: _____

Address: _____

Telephone: _____

Type of Activity:_____

Number in Group: _____

Equipment Requested:_____

Name and phone number of person/sponsor to be supervising activity:

Name:_____ Phone:_____

I have received the Facilities Use Policy and understand it must be followed in order to avoid any additional fees:

_____ _____ _____

Printed Name Signature Date

Staff Member Taking Request:_____ Date:_____

Req'd. Deposit: $ _____Date Paid: _____

Total Fees (See attached page): $ _____ Date Paid: _____

A/V Fee: $ _____ Date Paid: _____

Setup/Teardown Fee: $_____ Date Paid:_____

Notes: _____

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